

CIRCUIT COURT FOR WORCESTER COUNTY

OFFICE ASSISTANT VI

Starting Salary Range: Grade 14, step 1 to 5: \$39,416 to \$43,555 annually
(Starting salary may be higher depending on experience & qualifications)

Full-Time Position – Monday – Friday; 8:30 a.m. – 4:30 p.m.
Application Closing Date: Open Until Filled

SUMMARY

The position is responsible for providing administrative and IT support for the Court under the supervision of the Court Administrator. Independent judgment, discretion and strong organizational, communication, technical and interpersonal skills are required. This is an “at will” position and serves at the pleasure of the Court Administrator and County Administrative Judge. Applicants are subject to a background check.

ESSENTIAL FUNCTIONS:

Administrative Duties:

- Assist Court Administrator and other staff with personnel, budget, and accounting matters as directed and works independently on various Court projects.
- Coordinate new employee onboarding and training.
- Coordinate staff access to court buildings and technology with state and local agencies.
- Submit requests for facilities maintenance and repairs and serve as point of contact through completion. Process all bills and monthly credit card payments.
- Order all supplies and equipment for the Court and maintain equipment inventories.
- Plan, coordinate, break down and complete expense reconciliation for meetings and special events.
- Assist Assignment Office by answering incoming calls and supporting jury commissioner as needed.
- Perform other related duties as directed by the Court Administrator and/or Administrative Judge.

IT Duties:

- Operate, troubleshoot, and maintain courtroom technology and communication equipment before and during proceedings.
- Provide daily IT support for staff, including access to Odyssey File and Serve.
- Assist in testing, troubleshooting, and reporting system issues to the appropriate service desk and serve as point of contact through resolution.
- Coordinate remote meetings for staff and courtroom personnel, including creating the meetings, sending invites, securing, and setting up equipment.
- Ensure staff have access to resources to enable telework in emergencies.
- Review website and coordinate updates with the Maryland Judiciary

KNOWLEDGE, SKILLS, AND ABILITIES

- Attention to detail and ability to communicate effectively both verbally and in writing.
- Proficiency with Microsoft Office Suite of programs, remote meeting software, AV, and telecommunications systems.

- Excellent customer service skills and ability to establish/maintain effective working relationships with employees, court agencies and the public.
- Ability to maintain confidentiality of records and proceedings comply with records retention schedule.
- Ability to comply with and participate in all required safety programs, procedures, training, and drills.
- Adhere to applicable County, Circuit Court, and Maryland Judiciary policies.

MINIMUM QUALIFICATIONS

High school diploma (or equivalent) required, with at least 2 years of experience, preferably in a court setting or legal office. Education in related field, training as judicial assistant or paralegal may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Work environment involves everyday risks typical of such places as offices, training rooms and court rooms. Must be able to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical ability to effectively use and operate various items of office-related equipment.